# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Strategic Sites Transport Advisor

# DEPARTMENT: Communities, Economy and Transport

# LOCATION: Lewes

# GRADE: [Local Management Grade (LMG) 1](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# RESPONSIBLE TO: Local Plan Transport Advisor

# Purpose of the Role:

East Sussex County Council performs a statutory planning consultee role in respect of our role as the Highway Authority. With all local planning authorities in the county currently preparing Local Plans, there is a critical need to influence and support that work to ensure that transport considerations are fully addressed and that the planned development supports the move to low carbon, sustainable and active travel, as well as a safe and efficient highway network.

The main purpose of this job is to work with planning authorities in developing the transport evidence base to support their Local Plans. The role will also be required to consider, appraise and provide robust advice on strategic development proposals (e.g. large proposed housing and employment sites) at the pre-application and planning application stages. These will often be proposals that are, or have been promoted through the relevant Local Plan.

**Key tasks:**

1. Guide, advise and support team members to resolve local issues ensuring that decisions are made on sound technical grounds and within County Council policies and timeframes.
2. Participate in (and where assigned by Team Manager) lead cross-team projects and working groups as required to allow multi-media solutions to be developed to enhance delivery of policy steers.
3. Provide expert advice to other staff within any areas of specific personal expertise to help resolve local issues, and continuously pursue new and novel solutions to problems encountered in order to improve the way the County Council delivers its policy steers.
4. Seek to influence customers and establish local partnerships and collaborations as opportunities arise to deliver common objectives.
5. Develop strategies working in partnership with internal and external teams and organisations, and using and interpreting evidence
6. To carry out such other related tasks as may be required.
7. To undertake all tasks, duties and responsibilities outlined in this job description, in accordance with departmental and County Council policies, practices, procedures and standards.
8. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor.

**Strategic Sites Transport Advisor**

1. Working closely with other relevant departments within the County Council and the local planning authorities, provide the lead for the provision of transport advice, evidence and guidance in order to support and influence the content of Development Plans and strategic development proposals that are being considered through planning applications.
2. Where necessary, secure deliverable transport improvements and mitigation measures as part of new developments, with a particular emphasis being on sustainable transport improvements and measures that aid in the decarbonisation of transport in the county.
3. Present and defend technical transport views and advice at Local Plan Examinations, and in some cases planning appeals.
4. Represent the County Council at meetings and in negotiations and discussions with local planning authorities and other public and private organisations.
5. To develop partnerships with other local planning authorities, National Highways and any other relevant organisations/agencies (e.g. Active Travel England) to ensure that transport considerations are clearly articulated, understood and reflected in planning decisions on strategic development proposals.
6. To translate national, regional and local transport and planning strategies/policies into robust decisions and advice on strategic development proposals in the county.
7. Manage allocated resources for Local Plan transport work to ensure delivery of objectives and targets on time, within budget and to agreed quality standards.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Ability to develop strategies and ideas for policy improvement.
* Ability to translate policy into workable solutions, devising and implementing new service initiatives and efficiencies.
* Political awareness.
* Partnership working skills.
* Public representation of the County Council as a whole.
* Ability to develop evidence base and use evidence to produce clear and precise arguments and reports.
* Project management skills.
* Interpersonal, communication and presentational skills.
* Coaching skills.
* Ability to work under pressure and meet deadlines.
 |

# Essential knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Knowledge of business planning and performance management.
* Knowledge of the key issues facing Local Government.
* Knowledge of transport planning and town and country planning.
 |

# Essential experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Experience of developing and maintaining effective partnerships.
* Experience of assessing and/or developing the transport evidence to support development proposals.
* Experience of working in a large complex organisation.
* Experience of supporting teams in technical delivery.
* Experience of providing evidence-based advice to managers and/or members.
 |

# Other essential criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Strongly self-motivated with the ability to enthuse and motivate others.
* A commitment to continuous development and improvement, team-working and the highest possible professional standards.
* Customer-focused.
* A commitment to equal opportunities and anti-discriminatory practice.
 |

**Date (drawn up): June 2022**

**Name of Officer(s) drawing up person specifications: ES**

**Job Evaluation Reference: 12784**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |